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Approved For Release 1999/09/20 : CIA-RDP78-03991A000500020004-0

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Technical Review & Policy Staff, OL DATE: 24 February 1955

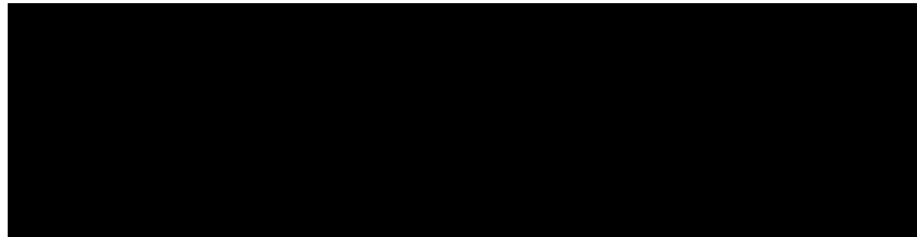
FROM : Chief, Administrative Staff, OL

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

(1) Office of Logistics concurrence has been forwarded to the Regulations Control Staff regarding the following proposed Agency Regulatory Issuances:

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(2) Hand coordination of the proposed revision to [REDACTED] was completed on Friday, 18 February 1955 and forwarded to the DD/S's office for final concurrence. After concurrence by the DD/S the Chief, Regulations Control Staff will forward the regulation to the DD/P for authentication.

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b. Office of Logistics Notices and Instructions (continued item)

Office of Logistics [REDACTED] 1955 American Red Cross Campaign, was issued.

2. PROJECTS AND STUDIES IN PROCESSa. Career Management Records (continued item)

Work is continuing on this project.

b. Records Survey (continued item)

No change.

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c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

25X1A A meeting between [REDACTED], Transportation
25X1A Division; [REDACTED] Technical Accounting Staff, Office of the
25X1A Comptroller; and [REDACTED] Office of Logistics Budget Officer,
is to be held in the very near future for the purpose of clarifying
certain areas of the proposed handbook for controlling funds under
this recommended allotment.

d. Assignment of Responsibility to Office of Logistics for Initial Distribution of Agency Regulatory Issuances (continued item)

Nothing to report.

e. Management Survey, Mail and Courier Branch (continued item)

The Management Staff has effected coordination of the staff study requesting the T/O increase for the Mail and Courier Branch with all components concerned, and is preparing a reply to the DD/A which will be coordinated with this office.

f. Roster of Personnel Eligible for High-level Agency Sponsored Training Programs (new and completed item)

A roster of Logistics personnel, GS-7 and above, who meet basic educational requirements for National War College, Industrial College, Harvard Management Course, Junior Career Development, and other high-level programs is being developed. Nominations for these programs will be chosen from this roster.

g. Survey on Inventory of Armed Service Training Facilities (continued item)

A list of Army sponsored training courses and facilities of possible interest to supply personnel has been compiled and forwarded to Supply Division for use in planning training requirements for FY 1956.

h. Training Records Project (continued item)

No change.

i. Preparation of Status Report Covering Field Reports Required by Office of Logistics (completed item)

A status report covering field reports required by the Office of Logistics was prepared and forwarded to the Director of Logistics. This report was prepared in accordance with instructions contained in the Minutes of DD/S Staff Meeting dated 3 February 1955.

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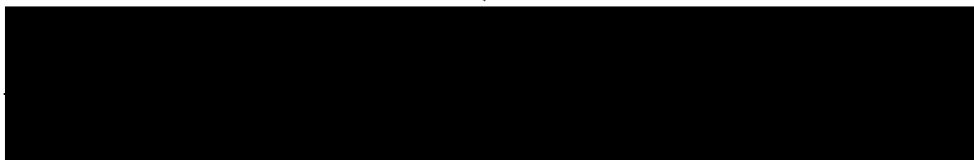
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3. OTHER ITEMS OF INTEREST

a. Personnel and Training (continued item)

(1) Personnel Report (continued item)



(2) Logistics Support Course (continued item)

This week's sessions are being devoted to Field Supply Procedures. Beginning 25 February 1955, three days of warehouse training at [REDACTED] will take place.

(3) Monthly Training Statistics (new and completed item)

Thirty-seven Logistics personnel were engaged in OTR sponsored training programs during January 1955. In addition, six Agency personnel were engaged in on-the-job training on orientation programs within the Office of Logistics.

b. Cable Routing Indicator (new and completed item)

The Office of the Cable Secretariat advised verbally that in drafting revision of [REDACTED] they will include the routing indicator "LOGS" to signify interest on the part of the Office of Logistics.

c. Survey of Reserve Status of Civilian Employees (new and completed item)

At the request of Office of Personnel a form was transmitted to all segments of Office of Logistics for the purpose of soliciting pertinent information relative to the reserve status of civilian employees. This information is being compiled by the O/P, Planning and Analysis Staff,

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming

3,752

- 994

Outgoing

4,429

- 2,874

8,181

- 3,868

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Postage Expended \$659.08 - \$120.20

(2) Courier Activities

Scheduled Courier Trips	258	-	37
Special Courier Trips	89	-	19
Inter-Agency Mail by Courier			
Incoming	1,533	-	190
Outgoing	<u>2,280</u>	✓	173
	3,813	-	17

e. Conversion of LO Chauffeurs from CPC to WB (continued item)

No change.

f. Increases to the Allotments for Operational Stock Accounts (new and completed item)

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The Office of Logistics Budget Officer met with [REDACTED] and [REDACTED] of DD/P-Admin. and [REDACTED] of the DD/P Budget Branch, and presented an estimate of the fund requirements to be contributed by the DD/P area components for the entire fiscal year 1955. [REDACTED] had already received from each of the area divisions their estimates, and a determination was made that excepting for unforeseen requirements or changes in operational plans the following would be the total DD/P contributions to the operational stock accounts for fiscal year 1955:

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The Office of Logistics Budget Officer will contact other contributors to the operational stock accounts to determine their fund requirements for the balance of fiscal year 1955.

4. SPECIAL PROBLEMS

None.

5. MAJOR OBJECTIVES

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a. Freight Elevator at [REDACTED] Building (continued item)

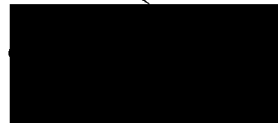
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The request for the installation of a freight elevator at [REDACTED] Building has been approved. Action is being started

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this week for procurement of a conveyor type unit. The date of installation is dependent upon delivery of the unit through or by PBS.

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OL/AS:mel

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- 1 - OL/Official file
- 1 - OL/Admin. routing

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